

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 14	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 12/31/2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) SERDP/ESTCP	
6. ISSUED BY U.S. Army Corps of Engineers - Omaha District Old Federal Building - 3rd Floor (CENWO-CT-E) 106 S 15th Street Omaha, NE 68102-1618		CODE W9128F		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. W9128F-04-R-0006 <input checked="" type="checkbox"/> 9B. DATED (SEE ITEM 11) 12/24/2003 10A. MODIFICATION OF CONTRACTS/ORDER NO. 10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SECTION L: TABLE 1: PROPOSAL FORMAT - REMOVE TAB 3 - Organizational Structure of the Proposed Team from Volume I, Section II. It is NOT a requirement for this solicitation.

SECTION L: Paragraph 2.2, Table 1: Proposal Format, and 3.3.1.1 Changed. PAST PERFORMANCE SURVEY PAGES will NOT be counted as part of the total page count.

****Offerors are instructed to replace the original pages 12-24 of Section L with the Amendment 0001 pages 12-24 of Section L.**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

**The Packaging that contains the Proposals shall be marked:
Proposals for Solicitation W9128F-04-R-0006, DO NOT OPEN –
ATTN: Loreen Blume.**

2. Proposal Format -

2.1. Basic Proposal Information -

All proposals shall contain the information listed below and as required by this solicitation and be bound into volumes with a cover sheet displaying the RFP number, contractor name, and an index of the sections of each volume. Proposal clarity, organization and the overall page limitation are required. The entire proposal shall be limited to the maximum number of pages identified in Paragraph 2.2. The volumes shall include, as a minimum, the following:

(a) Volume number on proposal cover.

(b) The prime, consortium, or joint venture's name, address, a signature of the official that can bind the firm, and a telephone number shall appear in the lower left corner of the proposal cover, title page and table of contents of any document/volume to be evaluated. Proposal volume cover format is at the offeror's discretion so long as the information required by this paragraph and subsequent paragraphs are met.

(c) Table of contents and a cross-reference to the solicitation paragraphs.

(d) List of tables/figures.

(e) Volume number, section and date submitted shall appear in the bottom right corner of each page (along with the revision number for the amended page, if necessary).

2.2. Page Limitation -

The total number of pages for Volume I submitted by **large businesses shall not exceed one hundred fifteen (115) pages**. The total number of pages for Volume I of the proposal submitted by a **small business may not exceed ninety (90) pages**. The increased page count allowed for large business is necessary because large business must submit additional small business utilization information and a subcontracting plan that is not required by small business. The maximum page count for **Volume II, Section I, Tab 3 submitted by both large and small business is thirty (30) pages (the rest of Volume II is excluded from the page count)**. These are the maximum limits for Volume I and Volume II of each proposal depending on the size of the business, excluding information not considered in the page count limitation including the Proposal Cover; the Table of Contents; Title Page; the List of Tables/Figures, or Acronyms; Separator Tabs; Cross-Reference to the Solicitation Paragraphs; [Past Performance Survey Pages](#) and the following information to be provided under Volume II, Section I, Tabs 1, 2, 4 and 5 are excluded from the page count.

Large business shall not utilize unused pages allowed for Volume I, Section IV – Small Business Utilization, to enhance or expand other sections of their proposal. If large business exceeds the page limits set, the excess pages will not be evaluated. Small Business will receive the highest rating for this factor and the subfactors in this section.

Each page should be numbered consecutively within each section. The page size of the Offeror's proposal shall not exceed an 8-1/2 inch by 11-inch sheet of paper. Please refer to Section I, FAR Part 52.204-4 for printing/duplicating instructions.

NOTE: Double sided copies are considered as two pages.

Page limitation shall include typewritten text pages, charts, graphs, figures, diagrams, schematics, etc., aside from those items specifically stated as exempt from the page count. Outlines and other similar information documents shall be included as numbered pages - no exceptions. When included, foldout pages shall fold entirely within the volume. Each foldout page in excess of 8-1/2 inch by 11-inch shall count as two pages. The volumes are limited to single spaced typewritten pages using 10 or 12 characters per inch, 12-point proportional font or equivalent as the "normal" size standards for text. A smaller type may be used on charts, graphs, figures, diagrams, and schematics to accommodate a "make to fit" software capability, however all text shall be legible and easily read.

NOTE: Large businesses having proposals that exceed one hundred forty five (145) pages, or small businesses having proposals that exceed one hundred twenty (120) pages, will have only those pages that are within the required limits evaluated. All information appearing thereafter will not be evaluated.

NOTE: The special notation on the utilization of small business section, i.e.: large business may not utilize unused pages from this section to supplement information required for other sections. If large businesses do take advantage of unused pages from this section for other sections, the excess pages will not be evaluated. Small business will receive the highest rating for this section.

2.3. Format - The offeror shall submit **one (1) original** and **five (5) copies** of their proposal in the format shown below:

Table 1 - Proposal Format			
Proposal Document	Suggested Page Limit (Large/Small Business)	Required Number of Proposals	
		Original	Copies Required
Volume I Section I – Program Execution Plans	30/30	1	5
Tab 1/Narrative of the Approach for the Solicitation and Review of Proposals for SERDP and ESTCP Projects			
Tab 2/ Narrative of the Approach for the Financial and Execution Tracking of SERDP and ESTCP Projects			
Tab 3/ Narrative of the Approach for the Project Oversight of SERDP and ESTCP Projects			
Volume I, Section II: Previous Experience and Personnel	45/45	1	5
TAB 1/Summary of Previous Experience – Similar Projects			
TAB 2/Resumes of Key Personnel For This Contract			
Volume I, Section III – Past Performance	15/15	1	5
Tab 1/Past Performance Project Narrative with Points of Contact	Survey Pages Are NOT Counted		

Volume I, Section V – Utilization Of Small Business Concerns (To be completed by Large Business only). Note: The offeror/large business <i>shall not</i> utilize unused pages from this section to supplement other sections.	25/0	1	5
Tab 1/Subcontracting Plan			
Tab 2/Small Business Subcontracting Past Performance			
Tab 3/Proposed Small Business Subcontracting Opportunities			
Maximum Number of Pages Evaluated for Volume I	115/90 pages	1	5
Volume II, Section I - Contractor Information, Certifications, and Cost	30 +NC/30 + NC	1	5
Tab 1/Supplies or Services and Prices/Costs (Section B) and Cost Pool Information	NC		
Tab 2/Audit Information	NC		
Tab 3/Task Order 0001 - Assumptions, Technical Approach & Cost Proposal	30 Pages Max		
Tab 4/Representations and Certifications (Section K)	NC		
Tab 5/SF 33, Solicitation, Offer, and Award (Section A)	NC		
Maximum Number of Pages Evaluated for Volume II	30 +NC/30 + NC	1	5

NC – Not Counted in Page Count

3. Volume Content –

Proposals submitted in response to this solicitation shall consist of the contents required in the sub-paragraphs described below:

3.1. Volume I, Section I – Program Execution Plans

3.1.1. Volume I, Section I, Tab 1 – Narrative of the Approach for the Solicitation and Review of Proposals for SERDP and ESTCP Projects

The offeror shall provide a narrative of its proposed approach with the technical and administrative support of the SERDP and ESTCP Program under Section C, paragraph 4.1.b.

3.1.2. Volume I, Section I, Tab 2 – Narrative of the Approach for the Financial and Execution Tracking of SERDP and ESTCP Projects

The offeror shall provide a narrative of its proposed approach with the financial and technical execution of projects under section C, paragraph 4.1.c.

3.1.3. Volume I, Section I, Tab 3 – Narrative of the Approach for the Oversight of SERDP and ESTCP Projects

The offeror shall provide a narrative of its proposed approach with oversight of SERDP And ESTCP Projects under section C, paragraph 4.2.

3.2. Volume I, Section II – Previous Experience and Personnel

3.2.1. Volume I, Section II, Tab 1 – Previous Experience – Similar Projects

Provide at least five (5) and not more than ten (10) examples of completed projects which should demonstrate the offeror's and its team members' experience in performance of the work similar to that described in Section C of this solicitation.

A **project** is defined as:

- Work performed pursuant to one specific task order of an indefinite delivery/indefinite quantity (ID/IQ) type contract at one site or multiple sites at a single installation or facility; or
- Work performed pursuant to a site-specific contract (*i.e., a non-IDIQ contract*) for one site or multiple sites within a single installation or facility; or
- Work performed under multiple task orders issued against one ID/IQ contract to accomplish the work effort on a single site within a single installation or facility.

An ID/IQ type contract or the performance of work pursuant to multiple task orders of an ID/IQ type contract at multiple sites does not represent a "project" within this definition. If the offeror provides a specific task order(s) as its "project", it shall provide the base contract number and the task order number for reference purposes. If the offeror provides a site-specific contract as its "project", it shall provide the contract number for reference purposes.

The projects must have been **completed** within the last three (3) years from this solicitation's closing date.

A **completed project** is defined as:

- Work performed under a "project" as defined above that is physically 100% completed and has been accepted by the customer – the project does not have to be administratively closed out.

The Government has provided a sample Previous Experience Form as provided in Section J of this solicitation for use by the offeror.

The offeror may provide additional narrative on any or all projects provided the offeror does not exceed the page count as specified in Section L paragraph 2.2. The offeror should present projects which demonstrate its experience in project management and execution of work similar to that described in Section C, and other related experience. The offeror may include both federal and commercial work. The offeror must indicate whether it was prime or subcontractor on each project. If the offeror was the prime contractor, the offeror shall also describe its primary role/duties in execution of the work (*i.e.* the major components of the project which were completed by the prime's staff and major components which were subcontracted out). The offeror shall also provide information on the project as to the size, complexity, and distinctive and/or unique features of the project. The offeror should provide specific information to demonstrate that it has relevant experience to all of the potential activities for the resultant contract(s) as listed in Section C of this solicitation.

3.2.2. Volume I, Section II, Tab 2 – Resumes Of Key Personnel for This Contract

Key Personnel – The offeror shall provide the resumes of the key personnel, which it expects will execute the work that may be awarded under this contract. Specifically, the offeror should provide a resume for the following five (5) key positions. The resumes should clearly display proposed job title, education, states in which the individuals are registered, special qualifications and experience record showing title, specific duties, responsibilities and assignments and the dates these were held within at least the last five years. The purpose of this submittal is to identify the level of expertise available for this contract. **After contract award, the Contracting Officer shall approve replacement of any key personnel.** The following key personnel shall be identified:

(1) **Program Manager** - The offeror shall designate one individual as the Program Manager that will be assigned to this contract. The Program Manager shall be competent, experienced, and knowledgeable with the requirements of Section C. The Contractor shall designate a Program Manager to act as a single point of contact (POC) for coordination with USACE. The Program Manager shall be responsible for the overall management of the contract including cost, schedule, and technical quality. The Program Manager shall take immediate corrective action when performance is not acceptable to USACE. The Contractor shall oversee the development and implementation of record keeping, administrative and quality control, and programs. The Program Manager should have, as a minimum, the following qualifications:

A college degree in engineering, construction management, geology, chemistry, or related field.

Professional registration, in their respective field, where applicable or available.

Five (5) years experience in Program Management for other contracts/programs with a minimum of three (3) years working experience in HTRW and OE sites.

Working knowledge of applicable federal, state, and local laws, regulations, and guidance.

(2) **Contractor Technology Reviewers/On-site Representatives** - The Contractor shall provide a minimum of ten (10) resumes and a maximum of fifteen (15) for individuals who are trained within their organization to provide for the review of environmental technology. These individuals should have appropriate education and experience in the specialized area identified in the Task Order, e.g., engineering, chemistry, geology, or hydrogeology. These individual are responsible for the monitoring of demonstration projects to insure compliance with contract requirements. These persons may be stationed at the project site whenever work is in progress. The need for an on-site reviewer will be defined in the Scope of Work for the project specific Task Order. The minimum qualifications of the reviewers/representatives should include:

A minimum of three (3) years working experience in quality control in environmental technology.

A college degree in engineering, construction management, geology, chemistry, or related field.

Working knowledge of applicable federal, state, and local occupational safety and health regulations.

Demonstrable expertise as far as being able to provide creditable review of environmental projects.

Experience with QA/QC responsibilities.

(3) Information Management Specialist - The Contractor shall designate and utilize one individual as the Information Management Specialist responsible for the coordination, development, implementation, and oversee all information management support under this Contract. The minimum qualifications of the Information Management Specialist (IMS) should include:

A minimum of a 4-year college degree in a related field from an accredited postsecondary institution.

A minimum of three (3) years working experience with information management.

Demonstrable working knowledge of the most current information management hardware, software, application and future trend.

(4) Procurement Specialist - The Contractor shall designate one individual to perform the function of Procurement Specialist who will ensure that all acquisition and contract management related to this contract (including subcontracts, purchases, rental agreements, subcontract modifications, tracking procurements, maintaining inventory property lists etc.) are performed in accordance with all terms of this Contract. Also where applicable, the Contractor will be responsible for compliance with federal, state, and local laws and regulations related to contract management and acquisition. The Procurement Specialist should have, as a minimum, the following qualifications:

A college degree including or supplemented by at least 24 semester hours in accounting, economics, business law, procurement, or management related studies. Alternatively, the Senior Contracts Manager may have completed an examination equivalent to a Certified Professional Contracts Manager through the National Contracts Management Association.

Four (4) years of contract and acquisition management experience in a position of increasing complexity and responsibility.

Training in acquisition, contract administration, cost and price analysis related to federal acquisition and firm-fixed price as well as cost-reimbursable contracting experience.

(5) Project Manager(s) – The Contractor shall provide a minimum of three (3) resumes and a maximum of five (5) for individuals who are trained and experienced as a Project Manager (PM). For each Task Order issued, the Contractor shall designate a PM. The Contractor shall identify the PM and the PM's qualifications; experience and performance history shall be satisfactory to the CO before issuance of the Task Order. The PM shall serve as the single point of contact for the Task Order, and shall be responsible for the management of work, approved plans, and all federal, state, and local laws and regulations. The PM shall also maintain close communication and coordination with SERDP/ESTCP and USACE for the duration of the project, including monthly progress and detailed cost reporting. The Project Manager should have, as a minimum, the following qualifications:

A college degree in engineering, construction management, geology, chemistry, or related field and professional registration.

Professional registration, in their respective field, where applicable or available.

A minimum of five (5) years Project Management experience, with a minimum of three (3) years experience with type of work described in Section C.

Working knowledge of applicable federal, state, and local laws, regulations, and guidance.

3.3. Volume I, Section III, - Past Performance

3.3.1. Volume I, Section III, Tab 1 – Past Performance Project Narrative With Points Of Contact

The offeror shall provide past performance information for each project listed in the offeror's experience in response to Section L, Paragraph 3.1.1 of this solicitation. The title of the project shall be consistent with the project experience description as required in Section L, Paragraph 3.1.1. of this solicitation **The offeror shall use the same or similar format to the Owner/Client Past Performance Survey sample form as found in Section J of this solicitation.**

3.3.1.1. Owner/Client Past Performance Survey Forms

The information provided by the owner/client past performance survey forms shall be used in evaluating the offeror's past performance. The Survey Form may be reformatted to fit one page, but must contain all the questions and a comments section for the evaluator. For each of the projects submitted in Volume I, Section I, Tab 1 - Summary of Previous Experience – Similar Projects of their proposal, the offeror shall provide at least one (1) point of contact (POC) with the customer (and prime contractor if appropriate). The POCs **may be contacted** to assess the scope of work performed and to evaluate performance of the projects listed under the previous experience tab of Section I under this Volume I, if necessary. The offeror should distribute copies of the offeror's completed project experience forms and the blank owner survey forms (provided in Section J of this solicitation). The owner survey form should be distributed to the owner/client (of that particular project) by the offeror. The owner survey form should be returned by the owner/client directly to the Government Contracting Officer – Loreen Blume at the address given for proposal submission in Paragraph 1.4 of Section L or by email to Loreen.K.Blume@usace.army.mil. **Submission shall be received by the proposal due date for receipt as stated in Paragraph 1.4 of this Section L. If submission is by mail, the envelope shall be marked, "Confidential Proposal Information for Solicitation W9128F-04-R-0006, DO NOT OPEN – ATTN: Loreen Blume"** The Government shall evaluate the Past Performance survey page(s) **filled out by the owner/client** for this past performance section only. **These pages will NOT be counted as part of the contractor's proposal pages.**

NOTE: These past performance evaluation forms will not be released to the offeror at any time before or after contract award, in order for USACE to solicit unbiased/candid responses and comments.

3.3.1.2. Past Performance Evaluation

During past performance evaluation, the Government reserves the right to look outside of the proposals for past performance information of the offeror. The Government will consider information submitted by the offeror, as well as any other relevant and reliable information obtained from any other source (including information from Government personnel and databases). The Government will evaluate the currency and relevancy of the information, the source of the information, and general trends in performance, along with any other information, which may help the Government assess performance risk. Information on significant problems encountered, customer dissatisfactions, and corrective actions taken should be provided. This comparative assessment of past performance is separate from the responsibility determination.

The Government intends to assess the relative risks associated with the offeror's performance based on the past performance information provided in the proposal.

A significant achievement, unexplained or unresolved problem, or lack of relevant data may significantly impact the risk rating by the Source Selection Evaluation Board (SSEB). Therefore, it is incumbent upon the offeror to include all relevant information, including demonstrated corrective actions, in its proposal.

In addition to the project information requested in this section, the offeror shall also provide notification and information concerning any projects where its right to proceed was terminated for default during the last three (3) years, or so state that there were none.

Offerors that have no past performance record will be given a neutral performance risk rating. In rating past performance, the SSEB may consider available past performance information on predecessor companies, employment histories of key personnel, or major subcontractors performing key elements of the project.

3.4. Volume I, Section IV - Utilization of Small Business Concerns

(THIS SECTION NEED ONLY BE COMPLETED BY LARGE BUSINESSES)

3.4.1. Volume I, Section IV, TAB 1 – Subcontracting Plan)

If the offeror proposing on this solicitation is a large business concern, in accordance with the definition as identified in FAR Clause 52.219-1, "SMALL BUSINESS PROGRAM REPRESENTATION." (see Section K), the firm must submit a small business subcontracting plan in accordance with FAR Clause 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (Oct 2001) (see Section I). The goals established for small business, small disadvantaged business, woman-owned business, HUBZone business, Service disabled veteran-owned small business, and historically black colleges/minority institution participation are as follows:

- | | |
|-----------------------------------------------------|--------|
| • Small Business - | 61.4% |
| • Small Disadvantaged Business - | 9.1% |
| • Woman-Owned Small Business - | 5.0% |
| • HUBZone Business - | 3.0% |
| • Service-Disabled Veteran-Owned Small Business | 3.0% |
| • Historically Black Colleges/Minority Institutions | 10.0%* |

*Non-Construction Only

NOTE: The Goals below the 61.4% Small Business Goal are subcategories of Small Business and are rolled up into that overall 61.4% Goal.

The offeror should provide as much specific information on proposed subcontracted effort for these contracts as possible. The Small Business Subcontracting Plan shall be thorough, complete, and in accordance with AFARS Appendix DD and FAR Clause 52.219-9, as it will be incorporated into the contract upon award of the contract to the offeror, if acceptable and upon approval of the Contracting Officer.

NOTE: All small business concerns as defined in the applicable FAR provisions referenced above are exempt from submitting small business subcontracting information.

3.4.2. Volume I, Section IV, Tab 2 - Small Business Subcontracting Past Performance

Large business concerns as defined by FAR Clause 52.219-1, "SMALL BUSINESS PROGRAM REPRESENTATION." (see Section K), should submit their subcontracting compliance on previous projects identified under Volume I, Section I, Tab 1 – Summary of Previous Experience – Similar Projects. These should be presented in the same order as in the Summary of Previous Experience Tab. If the project was not a Government Project and did not require a Subcontracting Plan, state so, and provide all small business subcontracting percentages for those projects in order to show what, if any, utilization of small business was used on the project. This description should include: the project name; the contract number; the amount of the contract; the Governmental agency that administered the plan and a point of contact with their telephone number, fax number and email address, if available; a point of contact from the firm which administers the plan internally with their telephone number, fax number and email address, if available; the individual responsible for the administration of the subcontracting plan with their address, phone number, fax and email address, if available; the proposed goal percentages for each member of the Small Business Community (small business (SB), small disadvantaged business (SDB), woman-owned small business (WOSB), historically black colleges and universities and minority institutions (HBCU/MI), and service-disabled veteran-owned small business (SDVOSB)), along with the actual percentages reached on each project; and any letters/memorandums that document or record subcontracting performance, compliance or surveillance visits. This requirement may be supported by using copies of the U.S. Government Standard Form 294, filled out completely. The Government understands that Small Business Utilization is collected on a Macro Basis, however it is also interested on how the firm performed on each "project". Therefore, the Offeror should submit its Small Business Subcontracting Past Performance on each of the "projects", be it a Task Order from and ID/IQ Contract, or a site specific – non ID/IQ type contract.

3.4.3. Volume I, Section IV, Tab 3 - Proposed Small Business Subcontracting Opportunities

Large business concerns shall submit a narrative description of the types of services the firm proposes to subcontract with small business (SB), small disadvantaged business (SDB), woman-owned small business (WOSB), historically black colleges and universities and minority institutions (HBCU/MI), and service-disabled veteran-owned small business (SDVOSB), along with the proposed percentages of their participation, to demonstrate a plan to meet the subcontracting goals that will apply to these contracts.

If practical, the offeror will provide specific information on proposed subcontracted effort for this project.

3.5. Volume II, Section I - Contractor Information, Certifications, and Costs

This solicitation provides a Section B – Supplies or Services & Prices/Costs upon which the offeror is to use as a basis for providing cost information. The intent of the Government is to determine the reasonableness and affordability of each offeror over the life of the contract.

3.5.1. Volume II, Section I, Tab 1 - Supplies or Services and Cost/Prices (Section B) & Cost Pool Information

3.5.1.1. The offeror shall fill out in its entirety Section B providing only one rate for each discipline which does not include profit. If the offeror has a different job title or if the offeror is proposing to use subcontracted labor in which the subcontractor uses a different job title for any of the listed employees, the offeror is instructed to add that job title to the most appropriate or similar job title listed in the table (i.e.: Clerical/Administrative Assistant). The rates proposed in this Section B will be the rates that the offeror will use for all firm-fixed price task orders issued in either the Base Period or the Option Period, if exercised.

3.5.1.2. Overhead, General and Administrative Costs, FCCOM, and any other cost pools shall be in accordance with the offeror's recent (i.e. within 1 year from the date of proposal submittal) audited rates, if available. If the offeror has had an audit within the last year, the offeror is instructed to provide a copy of the audit, include if available, any other rate information received from the Administrative Contracting Officer of the cognizant audit agency and will not be required to provide the breakdown of each of their cost pools. If the letter used in Volume II, Section II, Tab 2 contains the same information required here, the offeror shall cross-reference the letter here in Volume II, Section II, Tab 1. If the offeror does not have a recent audit, the offeror shall provide detailed information showing cost accounts included in each of their cost pools in order to explain all overhead rates, G&A markups, labor burden (fringes), and any other pools. The composition of the base on which the pool is distributed shall also be shown. An example of a general and administrative expense rate computation is listed below and may be used as a guide. Note that the list is not inclusive of all allowable or unallowable costs:

Indirect Salaries	\$ 100,000
Home Office Salaries	\$ 85,000
Payroll Taxes	\$ 9,500
Insurance	\$ 14,500
Lease	\$ 35,000
Utilities	\$ 14,000
Repairs & Maintenance	\$ 6,500
Interest Expense	-0- *
Advertising	-0- *
Office Supplies	\$ 1,500
Personal Property Taxes	\$ 2,200
Contributions	-0- *
Depreciation Office Equipment	\$ 8,500
Legal Fees	\$ 3,500
Bad Debts	-0- *
State Income Taxes	\$ 7,500

Total G & A Expense	\$ 287,700	
Total Direct Labor	\$3,000,000	
Add Labor Burden @ 35%	\$1,050,000	
Other Direct Costs	\$3,000,000	
Total	\$7,050,000	
Percentage Computation		
G & A Expenses	\$ 287,700	
Base	\$7,050,000	----- = 4.08%

* Examples of unallowable costs in accordance with FAR Part 31. All costs unallowable by FAR Part 31 should be removed from overhead pools before computation of the submitted rate.

The following definitions are provided to assist with this objective.

<u>DEFINITIONS:</u>	
Direct Costs -	Costs identified specifically with the contract.
Office Labor -	Labor used off the job site in preparing plans, reports, etc.
Field Labor (RT) -	Labor used during a normal 40-hour week.
Field Labor (OT) -	Overtime Labor
Per Diem -	Food and lodging for temporarily located employees
Office Equipment -	Home office equipment used for contract requirements.
Owned Field Equipment -	Contractor owned equipment used on the job site.
Leased Field Equipment -	Rental Equipment used on the job site.
FOGM -	Fuel, oil, gas, maintenance, tires and repair of construction equipment
Inventory -	Disposable supplies
PPE -	Personnel Protective Equipment
Expendables -	Small field purchases for items used at the job site
Analytical Lab -	Sub-Contract for chemical analysis of samples.
Other Contractor -	Sub-Contract for hauling, well drilling, or other services that are not normally performed by the Contractor.
Miscellaneous Sub-Contract -	Sub-Contract for services such as sample shipments, airfares, rental cars, port-a-johns, etc.

3.5.2. Volume II, Section I, Tab 2 – Audit Information

The offeror shall provide the current (within the last 12 months from the date of proposal submittal) audit report/findings/letter and point of contact with phone number or email address from the offeror's Federal Government Cognizant Audit Agency that the offeror's accounting system has been approved and is adequate for cost-reimbursable contracts. If it has been over 12 months since the accounting system has been approved, the offeror shall also provide a statement that the accounting system has not changed since being approved. If the accounting system has changed, the offeror shall provide a letter from the audit agency stating that it is currently going through the approval process and provide a point of contact and phone number of person conducting the audit from the cognizant audit agency. The Contracting Officer reserves the right to call the Contractor's cognizant audit agency to verify that the accounting system is still approved and adequate for cost-reimbursable contracts. In accordance with FAR 16.306(c), "no cost-plus-fixed-fee contract shall be awarded unless the contracting officer complies with all limitations in FAR 15.404-4(c)(4)(i) and 16.301-3". No award will be made to an offeror whose accounting system has not been determined to be adequate for cost-reimbursement contracts. This also affects subcontractors (team members) if the prime contractor anticipates awarding cost-reimbursement contracts to those subcontractors. If no cost-reimbursement contracts will be awarded to any of the prime contractor's subcontractors, the offeror will so state. If cost-reimbursement subcontracts are to be awarded, the offeror shall provide the same required information above from the subcontractors.

The offeror shall submit for themselves and for each proposed cost-reimbursement subcontractor (team member) statements certifying the most recent year for which final audited indirect rates have been determined by the offeror's and subcontractor's Federal Government cognizant audit agency. Additionally, the offeror shall provide the status of the audits of final indirect rates for any year(s) for which final rates have not been determined. The offeror and any subcontractors (team members) shall provide a point of contact by name and telephone number at the cognizant audit office that can confirm the status of any final indirect rate determinations.

3.5.3. Volume II, Section I, Tab 3 – Task Order 0001 Assumptions, Technical Approach, and Cost Proposal

The Offeror should submit any assumptions used when preparing the performance-based cost proposal in order to explain how the Offeror's technical approach will be implemented and how it will reach the milestones that were developed for the services under Task Order 0001.

The Offeror is instructed to develop its best and most reasonable/acceptable approach to Task Order 0001 in order to achieve all milestones required. The Offeror is to assume the work will start one month from the closing date of this solicitation. The Government will evaluate the assumptions, the technical approach, the time to complete each milestone, the cost to complete each milestone, and the overall cost to complete the scope of services under Task Order 0001. The cost proposal should address the full work effort. This estimate shall be limited to thirty (30) pages. The Wage Determination (Service Contract Act) can be found in this Section J of this RFP.

It is the Government's intent to have performance-based scopes of work for all projects. Therefore the Offeror should prepare a performance-based cost proposal based off the scope of services for Task Order 0001 under Section J. The offeror should use realistic assumptions and document those assumptions.

The offeror shall provide a complete breakdown and explanation of how their Fee is calculated. The offeror shall clearly describe why the Fee proposed is warranted. This data and information may later form the basis for the Contract Management Procedures (CMPs) to be negotiated with the awardee.

Offerors shall provide both a Lobbying Certificate and Certificate of Current Cost and Pricing Data with their proposal dated the same date as the SF33 in Volume II, Section II, Tab 5. A copy of each is provided in Section J.

**3.5.4. Volume II, Section I, Tab 4 - Representations and Certifications
(Section K)**

The offeror shall fill out in its entirety all of Section K that applies to the offeror. The offeror's responsibility will be reviewed in accordance with FAR Part 9.

**3.5.5. Volume II, Section I, Tab 5 - SF33, Solicitation, Offer, and Award
(Section A)**

The offeror shall fill out in its entirety all of Section A (SF33) that applies to the offeror and it shall be signed and dated by an official that is able to legally bind the company. Any amendments that are issued shall be acknowledged by the offeror on the SF33.

(End of Section L)